

AGENDA OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, June 25, 2014
Time: 4:31 p.m. - 5:12 p.m.

Location: 650 West 100 North
Provo, Utah

Opening Business

1. **Welcome and Roll Call:** Vice-Chair Kau welcomed the Board and opened the meeting at 4:31 p.m. The following members of the Board of Commissioners and Staff were in attendance at the time the meeting was called to order: Vice-Chair Jonathan Kau; Commissioner Buddy Richards; Commissioner Craig Carlile; Commissioner Dave Gardner via phone; Jeremy Runia, Executive Director; Cindy Daley, Rental Subsidy Manager; Donna Smith, Financial Services Manager; April Smith, Owned Housing Manager; Dean Clement, Facilities Manager; Becky Chipman Executive Assistant and Erin Haley Executive Assistant.
 2. **Approval of Minutes for Wednesday, April 30, 2014:** Vice-Chair Kau referred the Board to Tab 1, which contained the Minutes for April 30, 2014. Commissioner Richards moved to approve the Minutes for April 30, 2014. Commissioner Carlile seconded the motion. The motion passed unanimously, 4:0.
 3. **Approval of Minutes for Monday, May 12, 2014:** Vice-Chair Kau referred the Board to Tab 2, which contained the Minutes for May 12, 2014. Commissioner Carlile moved to approve the Minutes for May 12, 2014. Commissioner Richards seconded the motion. The motion passed unanimously, 4:0.
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Report of the Executive Director

1. **Project Reports:** Vice-Chair Kau requested that Mr. Runia update the Board on the current projects. Prior to the report, Mr. Runia gave an update on the transition of the new executive assistant and going away luncheon for Ms. Haley.
 - a. **St. Francis Apartments:** Mr. Runia reported that the St. Francis project is moving forward and is in full underwriting mode. PCHA is working with Kier Construction as the contractor and expecting a contract by next meeting. PCHA is working with legal counsel Mr. Britzmann on the contract preparation. The access from 500 West will be removed. The project will have a single access from 400 West that will be better for traffic and access. The 500 West access will now be landscaped with grass. A plastic lattice structure will now be installed under the grass area to support an EMS truck to drive over it and exit the property onto 500 West if an EMS truck is unable to turn around in the parking lot area. Mr. Runia has received verbal approval from the Provo City Fire Marshall for removing the 500 West access and using the plastic support structure. This will be a change to the site plan. The board inquired how many units are in the St. Francis development. Mr. Runia informed the board that it's 42 units.
 - b. **Ekins Property:** Mr. Runia informed the Board the "Ekins Property" will be referred as Dixon Court going forward. Mr. Runia reported Dixon Court broke ground approximately May 26, 2014. The contractors are pouring the slab within the next few days. The time to complete this project is 105 days.
 - c. **Franklin Heights CROWN:** Mr. Runia updated the Board that the development is completed and the families are all moved in. He has requested a release of the cash bond from the city, this has been held up because of a broken sidewalk which has now been repaired. The bond will be released after inspection. Utah Housing Corp is completing the final cost certification. The final element is the sale of the two vacant lots to Habitat for Humanity. PCHA is working with Utah Housing Corp on this matter and will be an action item later in the meeting.
 - d. **Provo CROWN I:** Mr. Runia's final item to report is that the Provo Crown I has reached its 15 year compliance period. PCHA is in the process of selling these units to the current tenants. These units have all been updated with new water heaters, a/c units, flooring and other items. PCHA is seeking reimbursement from Utah Housing Corp. Mr. Runia indicated PCHA has Real Estate Purchase Contracts and is working with Utah Housing Corp.
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Discussion Items

- 1. Public Comment for up to 5 Minutes:** There were not any members of the public present for the public comment period.
 - 2. Provo City Redevelopment Monitoring Visit:** Vice –Chair Kau referred the Board to Tab 3, which contained the Provo City Redevelopment Monitoring Visit Results. Mr. Runia informed the Board that he has instructed all Managers to bring forward all future inspections and results to recognize the efforts of PCHA staff. Four sites were inspected and found to be well maintained and have no issues. The Board inquired about this inspection, if it's a routine inspection and how does the Redevelopment Agency select properties/units? Ms. Daley advised the Board that they are randomly selected.
 - 3. Executive Management and Board Relations Training:** Vice –Chair Kau referred the Board to Tab 4, which contained information about the Executive Management and Board Relations Training being offered by the Housing Authority of Salt Lake City. The training will be given by Jim Ingles with NAHRO. Mr. Runia has invited the board to attend, and asked them to inform PCHA by July 4, 2014 if they are interested in attending.
 - 4. St. Francis Signage:** Vice- Chair Kau referred the Board to Tab 5, which contains a drawing of the St. Francis Project with the signage displayed. The current zoning only permits one marquee sign and any other signage on the building must be at the highest elevation. A discussion ensued amongst board members and executive director on various configurations of signage the board provided general guidance and allowed Executive Director to make the final determination, taking into consideration the various aspects related to sign placement.
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Action Items

- 1. Franklin Heights Real Estate Purchase Contract:** Vice –Chair Kau referred the Board to Tab 6, which contained the Real Estate Purchase Contract for Habitat for Humanity. Mr. Runia updated the Board on the sale of the two vacant lots located at the Franklin Heights CROWN properties. PCHA is working with Utah Housing Corporation to change the ownership to PCHA. Mr. Runia would like to get approval for the sale price and the Real Estate Purchase Contract from the Board in the amount of \$98,990. Commission Gardner moved to approve and Commissioner Richards seconded the motion. The motion passed unanimously, 4:0
 - 2. Approval of Annual Plan:** Vice –Chair Kau referred the Board to Tab 7, which contained the Annual Plan for PCHA. Mr. Runia explained to the Board this is an annual update and there are no significant changes from previous years. Mr. Runia let the Board know that this document needs to be signed by Chairman Gale. Commissioner Carlile moved to approve this motion. Commissioner Richards seconded the motion. The motion passed unanimously, 4:0
 - 3. Language Assistance Program:** Vice –Chair Kau referred the Board to Tab 8, which contained the Language Assistance Program. Mr. Runia introduced the Language Assistance Program to the Board indicating the policy is necessary for housing authorities. PCHA has also engaged CTS language link as a third party service provider to provide translation services for PCHA who has the ability to translate over 240 languages. The board expressed some concern with a few of the defined terms in the LAP a discussion ensued amongst Ms. Daley, Ms. Smith, Mr. Runia and the Board. All concerns were addressed. The Board further inquired if the LAP guidelines are consistent with current practices it was indicated the proposed policy is compliant, and the most economical. Commissioner Richards moved to approve this motion. Commissioner Carlile seconded the motion. The motion passed unanimously, 4:0
 - 4. Tenancy Report:** Mr. Runia referred the Board to Tab 7, which contained the monthly Tenancy Report. Mr. Runia directed the Board to the total SPC Target Units and Actual SPC Leased Units due to a sizeable change. Mr. Runia explained the reason for the differential was due to typical migration of tenants. The board was satisfied with the explanation.
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Adjourn: Commissioner Richards moved to adjourn the meeting. Commissioner Carlile seconded the motion. The motion passed unanimously, 4:0. The meeting was closed at 5:12 p.m. The next meeting of the Provo City Housing Authority is scheduled for July 23, 2014 @ 4:15 p.m.
